

## 1140 Hours Early Learning and Childcare Expansion & Guidance on completing early learning and childcare application form

### What we mean by early learning and childcare expansion

This is an exciting time of change in early learning and childcare. The Scottish Government has increased the entitled funded early learning and childcare (ELC) from the 600 hours to 1140 hours from 2020. This means more funded hours, more choice of where your child goes to nursery and more flexible models of delivery for ELC.

Our aim is to offer families high quality, flexible, accessible and affordable early learning and childcare.

From August 2020, you will be entitled to 1140 hours of funded childcare a year if you have a 3 or 4-year old child. This is pro-rata basis depending on when you child's birthday and intake – In Inverclyde you will be entitled the first available Monday in the month after your child's birthday – e.g. if your child turns three in September they will get their funded hours from the October.

This is how Inverclyde will provide 1140 hours

- Local authority establishment increasing their opening hours
- Local authority establishments extending provision to access ELC over 50 weeks per year
- Blending your hours between a childminder and a setting – 15 hours with childminder / 15 hours with a setting
- Increased providers
- Access all hours with a childminder
- Limited amount of flexible drop-offs and pick ups

### How and where can you access your 1140 hours

From August 2020, the entitled hours can be accessed through Local authority settings / Approved Childminders / Approved Partnership nursery setting - all who must meet the National Standards and be approved by Inverclyde Council before 1140 hours ELC can be delivered.

*The Scottish Government National Standards has ten conditions which all ELC providers must meet – for instance: the provider must have "GOOD" or better Care Inspectorate Standards.*

As all providers will offer the same high quality care, they will be known as provider neutral – This mean you can be confident about choosing a place for your child.

There are several ways we will deliver 1140 the application form outlines how we provide the 1140 hours.

- **Local Authority Settings** – There is a variety of Nursery Classes / Schools & children and family Centre's where you can access ELC – There is a variety of models available across the authority that can deliver the service over term time or 50 wks.
- **Childminder** - Full hours or Blended Care – This is where you can access your ELC fully with a childminder or blended care between a childminder and another funded provider setting – this would be over term time – 15 hours per week with a childminder and 15 hours in a provider setting.
- **Private / Voluntary / Independent setting** - You will be able to access your funded hours during school term time or across the whole year depending on your choice and the service available at the setting you chose.

If choosing a Private / Voluntary / Independent or a Childminder – this will be a private arrangement between you and the provider – you would need to contact them directly to find out their availability and the service available.

### How are places allocated?

All early learning and childcare places are allocated by using the early year's admission policy. We use defined areas rather than school catchment areas and priority will always be higher for applications residing in the defined area of the establishments. There is no guarantee of places within any defined area. For local authority establishments the application form is set out in defined areas. If there are more applications than places available we will use the banding policy for each application and a ballot will be conducted to allocate places when required. We will always work from your choices on your

form. If we cannot place you in your choices – we may offer you an ELC place with the availability we have from an establishment within your defined area that you may not have chosen or a model you may not have indicated on your form.

**When will I know about my child’s ELC place?**

Application forms must be submitted before last day in February to be presented at the Annual Admissions panel – forms received after this date will be classed as a late application and will then be presented at the post admissions panel in August:

Allocation letters are sent out 3 times a year depending in your child’s birth date

Date of Birth	Month due to start (First available Monday in the month)	Allocation email or letters released
1 <sup>st</sup> March – 31 <sup>st</sup> August (cannot start before 3 <sup>rd</sup> birthday)	AUGUST / SEPTEMBER	MAY
1 <sup>st</sup> September – 30 <sup>th</sup> September	OCTOBER	OCTOBER
1 <sup>st</sup> October – 31 <sup>st</sup> October	NOVEMBER	
1 <sup>st</sup> November – 30 <sup>th</sup> November	DECEMBER	
1 <sup>st</sup> December – 31 <sup>st</sup> December	JANUARY	DECEMBER

**Will I have to pay for the extra hours?**

You will not have to pay for any of the funded entitlement. Funded providers also cannot charge top up fees or ask families to buy extra hours to access their funded hours. There may be limited availability for you to choose to extend your hours and this will be a chargeable service.

**Will my child have to take up the full 1140 hours?**

It is entirely your choice as a parent. You will be allocated your entitled 1140 hours and you may prefer not to take the full hours. We will always encourage you to use ELC as this will benefit your child and their development and learning.

**Will meals or snacks be provided?**

Children will be entitled to a funded meal if their session is longer than four hours. Settings will also provide snacks. Parents may be asked to contribute a small amount to help fund outing / treats etc.

**What if my child lives in another local authority area?**

If your child goes to an Inverclyde Nursery but lives in another council’s area, this is classed as a cross Boundary application – You will need to put an application into the authority the establishment is situated and they will apply to your resident authority - you will be entitled to 1140 funded hours from 2020. The intake date will be in line with the authority that you wish to attend and may differ from your own authority intake.

**Is my 2-year old eligible for a funded nursery place?**

Your 2 year old may be entitled to a funded place if you receive one or more of these benefits:

- Income support
- Income based Jobseekers Allowance income based Employment and Support Allowance
- Incapacity Benefit or Severe Disablement Allowance
- State Pension Credit
- Child Tax Credit but not Working Tax Credit and income is £16,105 or less
- Child Tax Credit and Working Tax Credit and income is £7,320 or less
- Support under part VI of the Immigration and Asylum Act 1999
- Universal Credit\* with household take-home pay, is £610 per month or below (based on equivalent of £7,320 per year)

Or if your child is:

- looked after
- under a kinship care order
- Living with a parent-appointed guardian.

## COMPLETING THE APPLICATION FORM

### SECTION 1

This section must be fully completed to register your child. You must produce proof of your child's date of birth in the form of a birth certificate or passport and also proof of your residing address in the form of a utility bill / council tax statement – **Forms will not be accepted if this proof is not produced at the time of submitting the form.**

### SECTION 2

Family details – all information must be completed that relates to your child. Please ensure you have up to date information and an email address is stated – You will receive your ELC offer to your email address.

### SECTION 3

THE MODEL TIMES MAY VARY FROM YEAR TO YEAR- Choosing your provider – models of attendance

Within this section we ask that you give minimum of 3 choices of provider and 3 choices of model of attendance. We will try and allocate places on this information, we will try to allocate an ELC placed based on the information you provide, however we cannot guarantee this. If you only put limited choices on your application form - you may be offered a place that is within your defined area that you have not chosen.

#### LOCAL AUTHORITY ESTABLISHMENTS

The 1<sup>st</sup> section in section 3 is local authority establishments. These are grouped into defined areas – this will be based against your residing address and the service available at each establishment. When a service is not available it is blocked out. It is unlikely you will be allocated a place in a local authority when applying for a place out with your defined area. Your residing address is always used when allocating places. Unfortunately, we cannot adapt this for any childcare arrangements you have in place.

Local authority establishment are offering a choice of 5 models for session 2020/21 – This models / times may vary from year to year depending on in-service days / holidays to ensure you get your full entitlement of 1140 hours. The times shown below are for the session 2019 / 20 ONLY – please note they may slightly differ year on year

**Local authority providers only models available**

Model 1	Model 2	Model 3	Model 4	Model 5
Mon – Fri 6 hours per day over 38 wks (term time)	2 ½ days Mon & Tues 8:10am - 5:45pm Wed 8:10 am - 12:45pm over 50 wks	2 ½ days Wed 1:50pm – 5:45pm Thu & Fri 8:10am – 5:45pm over 50 wks	Mon – Fri 8:10am – 12.45pm over 50 wks	Mon - Fri 1.50pm – 5:45pm over 50 wks

#### PARTNERSHIP NURSERIES – MODELS AVAILABLE

The partnership nurseries will all operate differently and set their own service. You will need to contact the establishment direct to find out their operational hours and how they will deliver their early learning and childcare hours. Some funded providers will have their own application process. It would be up to you to contact them directly and find out this information before applying

### CHILDMINDER – MODELS AVAILABLE

Childminders will all operate differently and set their own service. You will need to contact the childminder directly to find out their operational hours and how they will deliver their early learning and childcare hours. You must submit a form to the childminder and also your 1<sup>st</sup> choice establishment with your choices. Please note your residing address will always be used to allocate ELC places.

- LA - Local Authority setting
- BC - Childminder – Blended Care setting
- PVI - Private / Voluntary /Independent setting
- CM - Childminder

**LA – ONLY** - This describes the models of attendance that are available – Not all establishments will offer all models – any models not available will be blocked out in the diagram below.

**PVI & Childminders** - To access the models of attendance and availability you will need to contact these providers directly.

This is the settings you can choose to take you 1140 hours and put your order of preference. If you choose a PVI or childminder you must contact them directly. They will then apply to the authority on your behalf. This also applies to blended or split places.

SECTION 3		LOCAL AUTHORITY ONLY - Please indicate provider in order of preference 1 <sup>st</sup> / 2 <sup>nd</sup> / 3 <sup>rd</sup>				
3 - 5 YEARS EARLY LEARNING AND CHILDCARE PLACE PROVIDER AND MODEL CHOICE		Please indicate model in order of preference 1 <sup>st</sup> / 2 <sup>nd</sup> / 3 <sup>rd</sup> / 4 <sup>th</sup> / 5 <sup>th</sup> where available				
You must indicate at least 3 choices in priority order of establishment and model of attendance.		Please note, we aim to ensure preferred choices are allocated, however there is no guarantee of this.				
Child's Name	Please indicate provider in order of preference 1 <sup>st</sup> / 2 <sup>nd</sup> / 3 <sup>rd</sup>	Model 1 Mon – Fri 6 hours per day over 38 wks (term time)	Model 2 2 ½ days Mon & Tues Wed (am) over 50 wks	Model 3 2 ½ days Wed (pm) Thu – Fri over 50 wks	Model 4 5 x am Mon – Fri over 50 wks	Model 5 5 x pm Mon – Fri over 50 wks
Date of birth						
<b>LOCAL AUTHORITY PROVIDERS</b>						
LA	Kilmacolm Nursery Class					
LA	Rainbow Family Centre					
LA	Newark Nursery School					
LA	St Francis Nursery Class					
LA	St John's Nursery Class					
LA	Gibson Children's Centre					
LA	Kings Oak Nursery Class					
LA	Blairmore Nursery School					
LA	Hillend Children's Centre					
LA	Genbrae Children's Centre					
LA	Wellpark Children's Centre					
LA	Whinhill Nursery Class					
LA	Wenpark Early Learning Centre					
LA	Lady Alice Nursery Class					
LA	Bluebird Family Centre					
LA	St Joseph's Nursery Class					
LA	Larkfield Children's Centre					
LA	Aileymill Nursery Class					
LA	Moorfoot Nursery Class					
LA	Binnie St Children's Centre					
LA	Inverkip Nursery Class					
LA	Weymss Bay Nursery Class					
<b>CURRENTLY AUTHORISED FUNDED PROVIDERS</b>						
PVI	Battery Park Nursery					
PVI	Local Nursery (Kilmacolm)					
PVI	Enchanted Forest Nursery (Greenock)					
PVI	Enchanted Forest Nursery (Inverkip)					
PVI	Medeira Nursery					
PVI	St Columba's Nursery Class (Junior School, Kilmacolm)					
PVI	Wellington Children's Centre (Gourock)					
PVI	Wellington Children's Centre (Greenock)					
PVI	West College Scotland Nursery					
<b>CHILDMINDING</b>						
CM	Childminder only	ALL ENTITLEMENT WITH A CHILDMINDER – YOU MUST CONTACT THE CHILDMINDER DIRECTLY				
Please state childminder name						
<b>BLENDED CARE</b>						
BC - BLENDED CARE MODEL – CHILDMINDER / PARTNERSHIP NURSERY / LOCAL AUTHORITY						
Preference of provider – You must indicate at least 3 choices in priority order of provider and model of attendance.		Please note, we aim to ensure preferred choices are allocated, however there is no guarantee of this.				
PROVIDER 1 - Childminder / Partner Nursery / Local Authority		PROVIDER 2 - Childminder / Partner Nursery / Local Authority				
1 <sup>st</sup> choice		1 <sup>st</sup> choice				
2 <sup>nd</sup> choice		2 <sup>nd</sup> choice				
3 <sup>rd</sup> choice		3 <sup>rd</sup> choice				
<b>MODEL OF ATTENDANCE - Please tick</b>						
<b>OPTION 1a</b>	Mon	Tues	Wed	Thus	Fri	
DAYS						
MORNINGS						
AFTERNOON						
<b>OPTION 2a</b>	Mon	Tues	Wed	Thus	Fri	
DAYS						
MORNINGS						
AFTERNOON						
<b>OPTION 3a</b>	Mon	Tues	Wed	Thus	Fri	
DAYS						
MORNINGS						
AFTERNOON						
<b>OPTION 1b</b>	Mon	Tues	Wed	Thus	Fri	
DAYS						
MORNINGS						
AFTERNOON						
<b>OPTION 2b</b>	Mon	Tues	Wed	Thus	Fri	
DAYS						
MORNINGS						
AFTERNOON						
<b>OPTION 3b</b>	Mon	Tues	Wed	Thus	Fri	
DAYS						
MORNINGS						
AFTERNOON						